

ADMINISTRATIVE MEMO NO. 10

November 27, 1942

Draft Deferment

You may have noticed the President's supplementary statement regarding draft deferment contained in his letter addressed to the Secretaries of War and the Navy. It contained the following important sentences:

"My previous directive regarding deferment was intended to reach only those individuals who have been exempted from military service solely because of their employment by the Government.

"Exceptions to this blanket order will be Submitted to me in accordance with that memorandum and will be passed upon by my representative. In this way I hope to make sure that no one who is really irreplaceable shall be separated from an essential position."

This statement of the President definitely prohibits enlistment or commissioning of employees who have resigned from the Government, or who propose to resign, after November 16th, 1942.

Our Commission, in accordance with this letter, is preparing to send the President a memorandum listing irreplaceable positions in the two "war activities" departments of the FCC, the Engineering Department and the Foreign Broadcast Intelligence Service.

Transfers

As outlined in the November 5th issue of ON THE BEAM, in the article entitled "Right Man in the Right Job", all transfers are to be authorized only by the Civil Service Commission, and it is my responsibility as Director of the Foreign Broadcast Intelligence Service to make recommendations to the Civil Service Commission regarding each proposed transfer.

In order that we may have a clear procedure regarding interviews leading to decisions regarding members of our staff who wish to be transferred, as well as those who are planning to resign, or who wish to accept commissions in the Army or Navy, it should

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be an invariable practice that they submit their proposals in writing, and that they be interviewed by either Mr. Moore or Mr. Graves. They also have the right to hold an interview with me. Normally, however, Mr. Graves and Mr. Moore will report the results of the interview to me and suggest an additional interview only where it seems desirable.

The point of this memorandum is that you should insure that each person proposing to transfer to resign send a written memorandum to that effect, addressed to me, and that that person hold an interview with Mr. Moore or Mr. Graves.

/s/ Robert D. Leigh

Robert D. Leigh
Director
Foreign Broadcast Intelligence Service